THE PURPOSE OF STUDENT TEACHING
Student teaching is the culminating experience of the teacher preparation program at Texas State. It is a six semester-hour classroom experience in a public, and in some cases private or charter, school. During this semester you will be a “student of teaching”. It will be a time of learning, improvement, and growth.

COURSE DESCRIPTIONS

EDST 4380. Student Teaching All-Level I EC-6/4-8. This half-semester student teaching course is designed for undergraduate students seeking All-Level teacher certification. Students will engage in teaching experiences in EC-6 or 4-8 settings for half of a 14-week assignment with university guidance and supervision. Repeatable for credit. Prerequisite: Admission to the Teacher Preparation Program; Co-requisite: EDST 4381; All coursework completed; 2.75 Overall GPA.

EDST 4381. Student Teaching All-Level II 8-12. This half-semester student teaching course is designed for undergraduate students seeking All-Level teacher certification. Students will engage in teaching experiences in 8-12 settings for half of a 14-week assignment with university guidance and supervision. Repeatable for credit. Prerequisite: Admission to the Teacher Preparation Program; Co-requisite: EDST 4380; All coursework completed; 2.75 Overall GPA.

EDST 4680. Student Teaching 4-8. Students will integrate and apply knowledge and skills learned from their program of study while student teaching with experienced 4-8 teachers in the public schools with university supervision. Students will demonstrate exit-level proficiency in state-adopted and Texas State teacher proficiencies. Prerequisites: Admission to the Teacher Preparation Program; All coursework complete; 2.75 Overall GPA.

EDST 4681. Student Teaching 8-12. Students will integrate and apply knowledge and skills learned from their program of study while student teaching with experienced 8-12 teachers in the public schools with university guidance and supervision. Students will demonstrate exit-level proficiency in state-adopted and Texas State proficiencies for teachers. One conference hour per week is required. Prerequisites: Admission to the Teacher Education Program; All coursework completed; 2.75 overall GPA.

EDST 4687. Student Teaching EC-6. Students will integrate and apply knowledge and skills learned from their program of study while student teaching with experienced EC-6 teachers in the public schools with university supervision. Students will demonstrate exit-level proficiency in state-adopted and Texas State teacher proficiencies. Prerequisites: Admission to the Teacher Preparation Program; All coursework completed; 2.75 Overall GPA.

GRADING
Student teaching is a Credit/No Credit course. Grading will be based on attendance and successful completion of all requirements as outlined in the syllabus and the Texas State University Student Teaching Handbook. Student teaching faculty, in consultation with your Cooperating Teacher/s will award the grade.

Credit: Written course requirements completed with competence and accuracy, and all criteria met (including demonstrated competency through observation notes and evaluation scores based on the Danielson Framework for Teaching). The student teacher meets the expectations of the student
teaching faculty and cooperating teachers in the areas of attendance, punctuality, lesson planning, self-assessment/reflection, teaching ability, communication, professional attire, compliance to school district and Texas State University policies, and improvement of teaching skills.

**No Credit**: The student teacher does not meet the expectations of the student teaching faculty and cooperating teachers in the areas of lesson planning, self-assessment/reflection, communication, teaching ability, or professionalism. One or more written course requirements not completed or failure to meet all criteria as indicated in the observation notes/scores (*Danielson Framework for Teaching*). Excessive absences/tardiness or failure to comply with university, school district, or state guidelines may result in no credit awarded.

**ATTENDANCE POLICY**

Students are required to attend:

- all meetings/seminars with your student teaching faculty;
- all Office of Educator Preparation meetings (including the Texas State Job Fair, unless directed otherwise by student teaching faculty); and
- every day of your student teaching placement.

While perfect attendance is expected, we also know that emergencies happen. The Texas Education Agency requires a minimum number of full days (full day = the hours for a full time teacher, as specified by your placement district) for student teaching, so any days missed will be made up after the last official day of student teaching but before the official end of the same semester (the last day of final exams). If a student is unable to complete the minimum number of days required, that student will not receive credit for student teaching.

Additionally, as part of each student’s professional responsibilities, students must notify via email both the cooperating teacher and student teaching faculty of any absence as soon as possible. Failure to notify may result in the student’s removal from student teaching.

Email notification must include the following information:

- Date/Time of absence (whole day or a portion of a day)
- Student contact information (including cell phone)
- Reason for absence

[NOTE: If a student is absent on a day s/he is responsible for planning and instruction, s/he must provide lesson plans and materials to cooperating teacher in advance of the absence.]

**EDUCATOR CODE OF ETHICS**

Students must read and acknowledge the Educator Code of Ethics (outlined here in Texas Administrative Code). Acknowledgement is completed through ePortfolio.

**PROFESSIONAL LIABILITY INSURANCE**

Student teaching at Texas State University is not covered by professional liability insurance through Texas State University or the public school district. **Liability insurance is mandatory** and available through membership in the student branches of most professional educator associations.

Proof of insurance (for example, a screen shot of your notice of membership or an email acknowledgement from the organization) must be uploaded in ePortfolio.
Three organizations that offer free membership to university students are:

The Association of Texas Professional Educators (ATPE)
http://www.atpe.org

The Texas Classroom Teachers Association (TCTA)
http://tcta.org

The Texas State Teachers Association (TSTA), an affiliate of National Education Association
http://www.tstaweb.net/

PROFESSIONAL STANDARDS: DRESS AND BEHAVIOR
If a student’s appearance or behavior causes a disruption in the student teaching placement, the student will be removed from the placement until the situation is corrected. Some disruptions may be serious enough to warrant removal for the remainder of the semester and/or a grade of No Credit. Any missed days will be made up within the same semester after the official last day of your placement. (NOTE: Please see Domain 4 of the Danielson Framework for Teaching for a more thorough discussion of professionalism.)

TEXAS STATE UNIVERSITY POLICIES

Office of Disabilities Statement – If a student with a disability requires an accommodation(s) to participate in this course, the student must contact the Office of Educator Preparation as soon as possible. The student must provide documentation from the Office of Disability Services. Failure to contact the Office of Educator Preparation in a timely manner may delay implementation of accommodations.

Mental Health Resources – As a student, you may experience a range of issues that can cause barriers to learning. These mental health concerns or personal issues may lead to diminished academic performance and may affect your ability to participate in daily activities. Texas State University Counseling Center provides free and confidential mental health services. Learn more about available resources via the Counseling Center website at https://counseling.txstate.edu or call 512-245-2208 during University hours and days of operation.

University Honor Code – Texas State University-San Marcos expects students to engage in all academic pursuits in a manner that is beyond reproach. Students found in violation of the Honor Code are subject to disciplinary action. The Honor Code can be found here: http://www.txstate.edu/effective/upps/upps-07-10-01-att1.html

Civility – The Office of Educator Preparation supports the university’s commitment to civility. Students and faculty are full partners in fostering a classroom environment that is conducive to learning. Our actions should promote respect for both one another and the traditions of collegiate learning. Texas State policy (PPS 4.02) describes general behaviors that are always disruptive. Student teaching faculty will be the judge of behaviors that threaten the civility of the learning environment, and, when appropriate or necessary, student teaching faculty will bring such behavior to the attention of the class or individuals in the class. (PPS 4.02 may be found in the Policy and Procedure Statements Index at http://www.provost.txstate.edu/pps.html.)

Certifying Attendance – The University Certifying Attendance policy can be found at PPS 4.02. This policy outlines the documentation of student’s attendance in their registered courses and is used to verify to the federal government that a Title IV aid recipient began attendance in courses aiding in the documentation of student financial aid availability.

Fitness for the Teaching Profession - Students admitted to teacher education are expected to meet specified non-academic standards as described by the Danielson Framework for Teaching.
RESOURCES: These resources are key to your success in student teaching. Please download the document and view all videos before your first meeting with your cohort.

Danielson Framework for Teaching document download
http://danielsongroup.org/download/?download=448

Overview of Danielson Framework for Teaching
https://www.youtube.com/watch?v=6fNB3o78jpk

Danielson: Domain 1
https://www.youtube.com/watch?v=JaaQZ8fL264

Danielson: Domain 2
https://www.youtube.com/watch?v=6z8muZZ7l10

Danielson: Domain 3
https://www.youtube.com/watch?v=14j4_1MQdx0

Danielson: Domain 4
https://www.youtube.com/watch?v=Ycqk8VNLBl4

Danielson: Next Steps
https://www.youtube.com/watch?v=FZLTljb_Tw

STUDENT TEACHER STANDARD EXPERIENCES: Texas State University has established a set of common experiences for student teachers. Because of the context of the placements, the details of these requirements vary somewhat between elementary and secondary. Refer to the Elementary Standard Experiences or the Secondary Standard Experiences for specific details pertaining to each level (OEP webpage and Texas State University Student Teaching Handbook).

Student teachers will receive specific information about these Standard Experiences from their student teaching faculty during their orientation meeting at the beginning of the semester. The major requirements are listed below. See the Texas State University Student Teaching Handbook (available on the Office of Educator Preparation website) for more details.

Classroom Visit
Student teachers are asked to visit their assigned classroom prior to the first day of student teaching. This may not always be possible, especially if placements occur close to the first day of student teaching. However, if an early visit can be accommodated, it will ease the busy pace of that first day.

Observations of the Cooperating Teacher
Student teachers are expected to observe the cooperating teacher teach and manage the classroom environment, especially during the early weeks of student teaching. These opportunities provide excellent examples of effective teaching and learning.

Reflections
Self-reflection is an important part of the student teaching experience. Through regular reflections submitted to the student teaching faculty, the student teacher will assess his/her growth as a teacher and learner, and reflect upon how to refine and expand teaching skills, classroom management techniques, and professional growth.
Instructional Responsibility
Student teachers should play an active role in developing a schedule for assuming instructional responsibility. Instructional Timelines (Student Teaching Handbook Appendix, OEP webpage)

Organization System
During the semester, student teachers will take lots of notes, gather many ideas, and collect numerous instructional resources. They will develop and maintain an organization system that should result in effective storage and retrieval of information and resources. The system can be hard-copy or electronic and can be housed in a notebook, file folders, on a computer, or other electronic storage device/system What is important about this requirement is that the student teacher begins to understand the necessity for effective storage and retrieval of information and resources.

Lesson Plans
Students have had experience with developing lesson plans prior to their student teaching semester. As they begin to assume instructional responsibilities, they will be responsible for developing lesson plans. Lesson plan expectations differ between elementary and secondary. Refer to specific lesson plan requirements listed in the appropriate level of Standard Expectations in the appendix of the Student Teaching Handbook.

Post-observation Reflection
After each observation by their student teaching faculty, student teachers participate in a post-observation conference during which the student teacher is guided through a reflection on their strengths and areas for improvement.

Resume
Student teachers (other than those in out-of-area placements) are required to attend the Texas State Job Fair, which is usually held a few weeks before the end of the semester. In preparation for the job fair, student teachers are expected to develop a professional resume.

Professional Responsibility Assignment
Student teachers will complete a “Statement of Professional Responsibility” that details their experiences in this area. This assignment will assist the cooperating teacher and the student teaching faculty in measuring each student teacher’s demonstration of professional responsibility.
### STARTING THE SEMESTER

<table>
<thead>
<tr>
<th>Week of August 21</th>
<th>Student teaching faculty make contact with assigned student teachers, cooperating teachers, and school principals during this week. Student teachers make contact with cooperating teachers and school principals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28</td>
<td><strong>FIRST DAY OF STUDENT TEACHING</strong></td>
</tr>
<tr>
<td>Dec 8</td>
<td><strong>LAST DAY OF STUDENT TEACHING, (plus make-up days, if necessary, through Dec 14)</strong></td>
</tr>
</tbody>
</table>

### ORIENTATION AND SEMINAR SCHEDULE

<table>
<thead>
<tr>
<th>Week of August 21</th>
<th>Cohort Orientation: Please plan to meet with your cohort of student teachers this week.</th>
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</thead>
<tbody>
<tr>
<td>Week of August 28</td>
<td>Cohort Seminar: <strong>Planning</strong> (Domain 1, Framework for Teaching)</td>
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<tr>
<td>Week of September 11</td>
<td>Cohort Seminar: <strong>Classroom Management</strong> (Domain 2, Framework for Teaching)</td>
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<tr>
<td>Week of October 2</td>
<td>Cohort Seminar: <strong>Instructional Design/Strategies</strong> (Domain 3, Framework for Teaching)</td>
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<tr>
<td>Week of October 23</td>
<td>Cohort Seminar: <strong>Professionalism</strong> (Domain 4, Framework for Teaching)</td>
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### OBSERVATION WINDOWS

<table>
<thead>
<tr>
<th>OPEN</th>
<th>CLOSE</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1</td>
<td>September 15</td>
<td>First Observation</td>
</tr>
<tr>
<td>Sept 18</td>
<td>October 6</td>
<td>Second Observation</td>
</tr>
<tr>
<td>October 9</td>
<td>October 20</td>
<td><strong>Mid-Point Conference</strong> with Cooperating Teacher</td>
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<tr>
<td>October 23</td>
<td>November 10</td>
<td>Third Observation</td>
</tr>
<tr>
<td>November 17</td>
<td>December 1</td>
<td>Fourth Observation</td>
</tr>
<tr>
<td>December 1</td>
<td>December 14</td>
<td>Final Evaluation</td>
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### STUDENT TEACHER MANDATORY MEETING

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 2, 2017</td>
<td>9am – 1130am</td>
<td>Texas State Teacher Job Fair</td>
<td>All student teachers (out of area students not required to attend)</td>
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<td></td>
<td></td>
<td>Embassy Suites &amp; Conference Center, San Marcos</td>
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**NOTE:** Career Services will provide several Job Fair Preparation sessions, so keep an eye out for announcements, and plan to attend!